

SANDY CITY  
APPROVED CLASS SPECIFICATIONS

I. Position Title: Electrical Specialist

<u>Revision Date:</u>	12/07
<u>EEO Category:</u>	Skilled Craft Worker
<u>EEO Function:</u>	Utilities & Trans.
<u>Status:</u>	Non-exempt
<u>Control No:</u>	30540

II. Summary Statement of Overall Purpose/Goal of Position:

Under general supervision of the Assistant Operations Manager, performs installation, maintenance, trouble shooting and repair of street lights and miscellaneous electronic and electrical equipment throughout the City.

III. Essential Duties

- Install, maintain, troubleshoot, and repair street lights and electrical and electronic and mechanical equipment.
- Drive and operate light to medium equipment and vehicles.
- Plan, organize and schedule work projects.
- Provide assistance and information to others.
- Operate a computer and keep records.
- Respond to calls after regular working hours.
- Order and maintain spare parts.
- Provide written reports and calibration results.
- Assist in the selection and up-grading of equipment.
- Install electrical apparatus, run conduit and make necessary repairs.
- Perform inspections.
- Consult with other departments and provide technical assistance for needs/problems.
- Work with 110 V through 480 V systems.

IV. Marginal Duties

- Supervise employees in the completion of projects.
- Repairs electrical wiring, lights, etc. at Public Utilities buildings.
- Perform other duties as assigned.

V. Qualifications:

**Education:** High School Diploma or equivalent required.

**Experience:** Four years experience in electricity, electronics, pneumatic and hydraulics; may substitute education for experience on a year for year basis.

**Certifications/Licenses:** Must possess a valid Utah Driver's License; must be able to certify on the operation and maintenance of 30 to 50 feet bucket trucks. Must possess or obtain an Apprentice Electrician License within one year of hire.

**Probationary Period:** A one-year probationary period is a prerequisite to this position.

**Knowledge of:** Thorough knowledge of instrumentation and process controls, general electrical, lighting systems and back-up power systems. Knowledge of current electrical codes, confined space requirements and other related OSHA Regulations.

**Responsibility for:** Responsible for the care, condition and use of materials, equipment and tools.

**Communication Skills:** Work closely with department supervisors, engineers, contractors and operations personnel.

**Tool, Machine, Equipment Operation:** Operate light to medium vehicles; operate and maintain manual and power hand tools.

**Analytical Ability:** Ability to resolve a wide range of problems dealing with street light system; Use discretion within established guidelines to identify and resolve problems.

VI. Working Conditions:

*Physical Demands:* Lift on an occasional basis, supplies, tools, and equipment weighing as much as 55 pounds; climb in and out of trenches and confined spaces.

*Work Environment:* Regular exposure to unpleasant or hazardous working conditions caused by exposure to noise, dust, traffic, heights, high voltage equipment, and outdoor work in all types of weather. Respond to trouble calls on a 24-hour basis.

The above statements are intended to describe the general nature and level of work being performed by the person(s) assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required of personnel so classified. The approved class specifications are not intended to and do not infer or create any employment, compensation, or contract rights to any person or persons. This updated job description supersedes prior descriptions for the same position. Management reserves the right to add or change duties at any time.

DEPT/DIVISION APPROVED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

PERSONNEL DEPT. APPROVED BY: \_\_\_\_\_ DATE: \_\_\_\_\_